

SERVICE STATION ATTENDANT

PURPOSE AND NATURE OF WORK

Work is confined principally to the non-mechanical servicing of vehicles, including changing oil, greasing, servicing batteries, and checking inflation of tires. Employees of this class work under the general supervision of a superior, but use independent judgement in carrying out routine tasks. Periodic checks of vehicles are made by a supervisor.

ILLUSTRATIVE EXAMPLES OF WORK (Note: These examples are intended only to illustrate the various types of work performed by incumbents in this class. All of the duties performed by any one incumbent may not be listed, nor does any incumbent necessarily perform all of these duties.)

Greases, lubricates, fuels, washes, and cleans vehicles; makes oil and filter changes; maintains proper oil, air, water, brake and transmission fluid levels. Fixes flats, changes tires, services batteries, and makes road calls. Sweeps and cleans working area. Writes tickets on products used for each vehicle unit. Checks fluid level in oil drums and gas tanks.

Performs related work as required.

NECESSARY KNOWLEDGES, ABILITIES, AND SKILLS

Knowledge of the fundamental service requirements of automotive equipment.

Ability to write clearly.

Ability to understand and carry out oral and written instructions.

Ability to establish and maintain effective relationships with superiors and other employees.

Skill in lubricating and greasing automotive equipment and in changing tires.

DESIRABLE TRAINING AND EXPERIENCE

Ability to read and write; and experience in servicing automotive equipment; or any equivalent combination of training and experience.

NECESSARY SPECIAL QUALIFICATION

Possession of a valid Louisiana Driver's License.